



**ACAC Grants Committee
(Arlington Cultural Council)
NOVEMBER 2020 Minutes
7:30 p.m. – 9:00 p.m.**

Present:

Nick Castellano, Recording Secretary	p	Emily Reynolds, Corresponding Secretary	p
Andrew Conway, Treasurer	p	Scott Samenfild, Publicity Coordinator	p
Becky Holmes-Farley	x	Jeff Timperi, Co-Chair	p
Susan Larson, Co-Chair	p		

Remote Participation Following Executive Order on Remote Participation

Date and Time:

Registration in advance for this meeting:

<https://us02web.zoom.us/join/zoom-join?secret=9YzjQw9>

MINUTES

MEETING INTRODUCTION: Jeff Timperi confirmed that everyone had access, introduced the remote meeting and read the online meeting instructions from the Town.

1. Vote on Approval of October Meeting Minutes – Jeff

The October Meeting Minutes were reviewed. A motion was made to approve the Minutes and it was seconded and approved unanimously 6-0-0.

2. Introduction of Guest(s) – Susan

A planned guest was not able to join the meeting.

3. Grantee Updates and Discussion of 2020 Grantee Table- ALL

There were no updates for the 2020 Grantee Table.

4. Treasurer Report – Andrew

Andrew compared the reports we had to the cities' records and minor mistakes were fixed and reconciled. The only discrepancy was check for 1,500 to Julia Chillog which was cancelled and the check was never deposited. No action was needed to correct this.

5. Recording Secretary Report – Emily

This should have been named the Corresponding Secretary report as Emily is the Corresponding Secretary, not the Recording Secretary. Kristen DeFrancisco asked us if we were looking for new members and Emily responded yes. The town sent out an email blast to help recruit members as a result. Emily also experimented with transitioning our file storage to Google Drive instead of our current Dropbox system on previous spreadsheets. Emily decided to wait and make the switch for documents created for the 2021 grants period. Additionally, Emily reported that we are getting inquiries from people about their applications. Emily asked the more veteran members of the committee about the boundary for giving basic answers vs. giving advice about people's applications. Jeff suggest that because it is a competitive grant program, we don't want to give any kind of advantage in our correspondence to those that ask questions, and to measure our responses in that way. Susan and Scott also contributed to the discussion.

6. ACAC Liaison – Nick

Reported to ACAC the change in application deadline as December 14th. Nick also updated about projects being done by the ACAC. We also discussed uploading our minutes from now on to the new Google Drive. The ACAC will push the change in application deadline on their various channels.

7. Publicity Update – Scott

Scott suggested that we send out a press release about the change in application deadline to December 14th, 2020.

8. Grantee Workshop, Application Deadline, and Applicant Meetings - Nick/Jeff/Scott

The MCC changed the deadline to December 14th, 2020. The Grantee Workshop powerpoint presentation was updated to reflect the new deadline and sent to previous meeting attendees. This updated presentation will be uploaded the ACAC website. Nick will attempt to record a presentation of the meeting with the new deadline. The Applicant Meetings were tentatively rescheduled to January 13th, and 14th.

9. Admin Funds Discussion

We can retain about 5% of our funds for administrative purposes. In the past these were used for Grantee Receptions, materials, food, PR, etc. No decisions were made due to lack of information about the future funding.

10. Other Business

No other business was brought.

11. Adjourn

Motion to adjourn, seconded Motion passed 6-0-0

The meeting was adjourned at 8:13pm.

Submitted by Nick Castellano, Recording Secretary

UPCOMING EVENTS: The December Meeting will be December 7th, 2020.